



Scoring Criteria 1: Qualifications/Expertise of Firms on Team

Min pts 0 : Max pts 20

- A. Include the following items:
- Provide a listing of all firms on your proposed team;
 - List the type(s) of expertise that each firm on your team can provide;
 - How long has each firm on your team provided these type(s) of expertise.
- B. Include the following items:
Provide a list of up to three (3) projects that each firm on your project team has completed within the last three (3) years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the project(s) and the approximate amount received for each project.

Scoring Criteria 2: Qualifications of Proposed Professional(s)

Min pts 0 : Max pts 20

- A. Include the following items:
Provide up to three (3) examples for each proposed Professional that demonstrates his/her prior experience as a Professional on workplace trauma support programs for WSDOT or other clients. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.
- B. Include the following items:
Demonstrate each Professional(s) familiarity in the following areas:
- Oversight, review, and evaluation of workplace trauma support programs;
 - Selection and training of workplace trauma support team members;
 - Providing consultation, group defusing and formal debriefing for critical incidents as well as post-incident review and consultation;
 - Training and experience in Critical Incident Stress (CIS) response and management; and
 - Working with diverse groups of people and differing risk exposures within the same organization structure.
- C. Include the following items:
Provide listing of professional licenses/accreditations for each proposed Professional; include the year that each license/accreditation was received. Please include the licenses that were obtained in the State of Washington only.

Scoring Criteria 3: Firm's Project Management System (Prime Consultant Only)

Min pts 0: Max pts 20

A. Include the following items:

- Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
- Describe your firm's process for interacting with your internal project team; and
- Describe your firm's ability to provide interaction with your client and/or stakeholders.

Scoring Criteria 4: References/Past Performances (Prime Consultant Only)

Min pts 0 : Max pts 20

A. Include the following items:

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years.

If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

Performance Evaluations on WSDOT projects:

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date.

Performance Evaluations for Non-WSDOT projects:

If your firm does not have performance evaluations on file with WSDOT, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax from the client, no later than the submittal due date. A copy must also be submitted by your firm, enclosed in Packet B. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.



Scoring Criteria 5: Cost Factors (Prime Consultant Only)

Min pts 0 : Max pts 20

Include the following items (If your firm has an established overhead rate use item “A: otherwise use item “B”:

- A. Overhead Rate and Direct Labor Costs:
- Overhead rates: Please state your firm’s overhead rate. Please include supporting audited/unaudited overhead schedule for the most current fiscal year. Please include the beginning and ending dates of your firm’s fiscal year.
 - Direct (raw) labor costs: Listing of all proposed key labor classifications, clearly identifying the proposed project manager, and the associated direct (raw) labor costs for each labor classification.
- B. Statement of Billing Rates: If your firm does not have an overhead rate, include the following:
- Descriptive statement that the rates listed are the lowest/best rates given to any client;
 - The beginning and ending dates that the quoted hourly rates are valid;
 - Listing of all proposed key labor classifications, clearly identifying the proposed project manager; and
 - The hourly billing rates for each labor classification.